

Stakeholder Response Form (Vers 5)

Guidance on the (version 5) form

the
Parole
Board

working with others
to protect the public

Note: all requests following a referral for a case to be reviewed and/or when a case is listed must be made using the form.

The Stakeholder Response Form (SHRF) is used by either party to request:

- Variation or revocation of directions
- Additional directions/witnesses
- Amendments to panel logistics and/or time estimates
- Attendance of observer or victim
- Licence variation
- Hearing in public
- Case management conference or directions hearing
- Deferral/adjournment
- Expedition/prioritisation of a hearing.

The SHRF ensures that each party is aware of any request and have an opportunity to respond, in accordance with fairness and the Parole Board Rules 2019 (as amended).

The SHRF will also ensure that the timeline is recorded, detailing the date by which the responding (other) party must submit any response and when a decision by a Parole Board panel can be expected.

The Parole Board will not accept requests without a completed SHRF being submitted by the applying party, i.e. ad-hoc requests via email/letter/telephone without the completed SHRF will not be accepted. In circumstances where urgent communication is required, the Board can exceptionally consider the request if not submitted on a SHRF. However this should only occur in emergency situations and the other party must be included in any communication.

The Form – Version 5

The form is split into three parts:

Part A: Must be completed by the party making the request. **Where the Secretary of State makes a request, Public Protection Casework Section (PPCS) is responsible for the completion and submission of the form. HMPPS staff must not send any request direct to the Parole Board.** There is an opportunity to select if the request is urgent. Any attachments to the request being submitted by the party should also be listed.

Part B: Must be completed by the responding (other) party and must be submitted to the Parole Board and to the original (applying) party within five working days or within 14 days for an observer request. **Where the Secretary of State is responding to a request, PPCS is responsible for the completion and submission of the form.**



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A request with both parties' views is prioritised. If an incomplete SHRF is submitted to the Board, both views of the parties are required before the request is considered, unless exceptional reasons necessitate urgent consideration.

This is to ensure:

- a) that the responding (other) party is aware of an urgent request and
- b) that the Parole Board member has all necessary information before him/her to be able to determine the request.

If this has not been possible or no response has been received, this should be explained.

Part C: The response from the Parole Board member or the member of staff considering the request under delegated authority will be detailed here. The SHRF must then be included in the dossier and issued to all parties to ensure that everyone involved in the case is aware of any change, together with any attachments to the request. If substantive directions are to be made or if the Parole Board member considers it to be appropriate, a directions form may be used to detail the response. In such circumstances, both the SHRF and the directions form will be included in the dossier and issued to all parties. The Parole Board will aim to provide the member response to the request within five working days of the deadline for Part C completion.

Additional Information

Templates used by a party – If a party has completed a report to be considered for the request (such as a licence variation request), this should be submitted alongside the SHRF. The SHRF should still be submitted alongside the template form (and listed at Part A of the SHRF).

Unrepresented Prisoners – The Prison Offender Manager should provide support to any prisoner seeking to submit an SHRF to the Parole Board and/or to ensure that a prisoner has sight of any request made and has an opportunity to provide a response (Part B) within the identified timescale.

Parties to Proceedings – the Prisoner/Representative and the Secretary of State (via PPCS)

Delegated authority - Rule 4 gives the Parole Board chair the power to delegate any of the Board chair's functions in the Rules to any other member of the Board.

Requests NOT processed via a SHRF

Correcting an accidental slip or omission: applying 'the slip rule'

The slip rule gives the Board the power to correct an accidental slip or omission in a decision. These amendments do not have to go through the SHRF process.

Amendments under the slip rule includes decisions where information such as the following might require correcting that do not alter the decision outcome:

- Sentence expiry dates
- Wrong name/prison number/establishment in the title of the decision (where it is clear who the decision relates to).
- Incorrect Hearing date

PPCS, on behalf of the Secretary of State, is responsible for the submission of any requests under the slip rule. HMPPS staff must not send any request direct to the Parole Board. Where a Community Offender Manager or Prison Offender Manager, or other HMPPS member of staff identifies an error which they believe may be resolved using the slip rule, they must contact PPCS.

Prisoners or prisoner's representative can apply directly to the Parole Board to make use of the slip rule. Any requests are to be sent to the case manager.

Representations

Representations from either party following the referral of a case to the Parole Board should continue to be made in the usual way (rule 18) and a SHRF does not need to be completed. Representations under rule 18 must be added to the dossier.

Witnesses

Witness availability and remote attendance requests do not fall under the SHRF process and will continue to be addressed directly between the witness and the Parole Board Case Manager under delegated authority. Any request must be made by a party (Prisoner/representative or **Secretary of State (via PPCS)**). Any witness seeking to make a request via a SHRF must liaise with their respective party to the proceedings who will assess the request and then decide whether to put it before the Parole Board.

Non-disclosure

Non-disclosure requests should continue to be made in the usual way. Only a request to consider a non-disclosure request out of time should come via the SHRF process.